



## POSITION DESCRIPTION

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### **TITLE: MAINTENANCE TECHNICIAN**

**Scope of Responsibility:** Individuals assigned to this classification are expected to be competent in their skill area and to perform proficiently under infrequent supervision those assignments of a regular and recurring nature. Work is normally performed in accordance with established and well-known policies, procedures and practices under general supervision of the Maintenance Supervisor. Supervisor will check progress of work and provide instructions on accomplishing work involving unusual problems or the use of unfamiliar equipment. Individuals will typically be assigned to a regular reporting work site; however, work site assignments will be subject to change as determined by supervisors with no notice requirements.

**Supervisory Responsibility:** This position has no supervisory authority of other county employees. However, assignments may include direct or indirect oversight of jail trustees in custodial and maintenance duties to include safety training.

**Essential Functions:** Perform routine maintenance of County buildings and facilities. Utilize carpentry, plumbing, masonry, electrical and painting skills for completion of facility repair, maintenance and construction projects. Use county passenger vehicle to transport supplies and equipment and to commute between buildings and facilities. Maintain a working relationship with departments and their personnel. Respond to public inquiries in a courteous manner; provide information within scope of knowledge or refer to supervisor. Perform work in accordance with sound safety practices.

Preventative maintenance of mechanical and building structures:

- Inspect buildings, heating and lighting systems, fixtures and other related areas to anticipate future problems and report to supervisor.
- Perform routine repairs for basic electrical, plumbing, heating and air conditioning.
- Perform preventative maintenance activities such as adjusting or replacing belts, filters and related tasks.
- Notify repair and maintenance contractors of equipment and fixture breakdowns when necessary.
- Perform regular servicing of grounds equipment, controls and safety equipment.
- Prepare boilers, air conditioning, water towers, and softeners for seasonal change (drain, clean, repair).
- Respond to complaints and requests of department heads or designees and handle situation or refer to supervisor.

Plumbing, electrical, carpentry and mechanical maintenance of County buildings and facilities:

- Repair doors, windows, lights, switches, and office furniture or plumbing fixtures.
- Install and repair door locks, beds, and bunks.
- Assemble office furniture.
- Diagnose and trouble shoot mechanical problems.
- Hang sheetrock, tape, spackle, and paint as needed.
- Repair/replace hinges, locks, and door moldings.
- Install directional signs and hang artwork, maps, reader boards, etc.
- Repair ceilings and roofs.

### Maintenance of building and facility grounds:

- Perform landscape functions including mowing, watering, weeding, trimming, raking, pruning, planting and edging. Requires the use and application of fertilizers, herbicides and pesticides; gas lawnmowers; gas weed eater; and electric trimmer.
- Sweep, shovel and de-ice walkways, sidewalks, stairways and other paths leading to and from buildings and facilities.
- Maintain sprinkler and irrigation systems.
- Perform general labor such as digging ditches by hand and with equipment.
- Operate a variety of light duty maintenance equipment necessary to maintain and repair facilities and grounds. Examples of equipment operated include: pickup, mower, trimmer, table saw, miter saw, drill press, belt sander, airless paint sprayer, cordless/electric drill, masonry hammer drill, and power nail gun.

### Custodial:

- Perform custodial tasks in County buildings, including sweeping, mopping and sanitizing rest rooms and replenish supplies, hanging decorations, cleaning and other custodial tasks as assigned.
- Haul trash to disposal facilities.

### Other functions:

- Assist supervisor and contractors on major repairs and projects.
- Assists with research and gather information on assigned projects and purchases of equipment and tools.
- Provide building security (such as opening and closing or locking doors and windows, and shutting off lights) before or after regular business hours.
- Assist with room set-up and takedown, moving furniture and equipment as needed.
- Clean and maintain parking lots including painting strips and directional signs. Install parking barriers and signposts.
- Assist supervisor with the raising/lowering of US/State flags.

### **Minimum Qualifications:**

- Requires two years of work experience as a building or grounds maintenance worker.
- Experience as a custodian/janitor in a commercial or institutional environment.
- Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

### **Special Requirements:**

- Possession of a valid Washington State Drivers License.
- Ability to satisfactorily pass a comprehensive, in-depth background investigation that shows no criminal activity that could directly affect the ability to perform the job.
- Individuals assigned to this position work in the capacity of a confidential employee. Any breach of these terms and conditions of employment may result in immediate discipline, up to and including termination.
- Ability to pass a safety exam once a year.

### **Knowledge, Skills and Abilities:**

- Knowledge of occupational hazards and safety practices and procedures to safely use assigned materials, equipment and tools typically used for routine maintenance and custodial duties.
- Knowledge of the use and ability to operate a variety of hand tools and equipment used in the building and grounds maintenance field.
- Knowledge of health, safety and infection control regulations.
- Knowledge of principles and methods of grounds maintenance.
- Knowledge of a wide variety of cleaning materials, methods, equipment and procedures used to perform duties.
- Ability to operate hand, power-operated tools and equipment.
- Ability to operate motorized equipment to include, but not limited to, push lawn mowers, line trimmers, pressure washers, buffers, floor scrubbers, sweepers, and carpet shampooers.

- Ability to lift up to 50 pounds on a regular/reoccurring basis.
- Ability to demonstrate sufficient strength, agility and dexterity to perform the work of the position.
- Ability to establish and maintain cooperative, effective and productive working relationships using tact, patience and courtesy.
- Ability to appear for scheduled work with regular, reliable and punctual attendance.
- Ability to understand and follow oral and written instructions.
- Ability to complete assigned tasks independently.

**Physical Demands and Environment:**

The working environment for this position is both indoors and outdoors and of a physically demanding nature. The duties require outdoor work in all types of weather. Requires walking on various types of surfaces including rough terrain, sitting, standing, ability to maintain balance, climb stairs, ladders and inclines, ability to kneel, bend, stoop, crouch, reach, push, pull, twist; requires a sense of touch, finger dexterity, gripping with fingers and hands, and carrying 50 pounds; ability to operate passenger vehicles, and work with chemicals, exposure to noxious weeds and plants, dust, pollens, insect stings. Requires wearing of safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, safety shoes and rubber boots. Follows infection control practices including hand washing techniques, standard precautions and isolation techniques.

**Acknowledgements:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

Employee Signature	Date
Supervisor Signature	Date
Department Head Signature	Date

Effective Date: 1/1/2009	EEO: 8	Department: Commissioner’s Office
Dates Amended: 01/14/2009	Union: None	Division: Maintenance
FLSA Exempt: No	Grade: 12	Pos #: MNT009MT2-005 FAR112GMS-001